



COUNCIL POLICY

Business Grants

Policy Number:	PO184		
Strategic Plan Objective	1. Economically Prosperous Peninsula 1.9 Seek out, develop and deliver on economic development opportunities		
Policy Owner:	Chief Executive Officer	Record Number:	20/89160
Responsible Officer:	Manager Business & Public Relations	Minute Reference:	225/2020
Date Adopted:	14 October 2020	Next Review Date:	14 October 2024

1. POLICY OBJECTIVES

Yorke Peninsula Council (YPC) is committed to supporting economic growth and job creation and wants to make a positive impact on the local business environment and the local economy. This Business Enhancement Program (BEP) was established to specifically support local businesses (established or new).

2. SCOPE

This policy applies to businesses needing Council's support to set-up, improve or expand their operations within the Yorke Peninsula Council district.

3. DEFINITIONS

ABN	An Australian Business Number (ABN) is a unique identifier used for tax purposes.
Acquittal	The process of evaluating and reporting on the outcomes and expenditure of funds provided by Council. All necessary documents should demonstrate that an organisation has spent grant monies as specified in the Grant Agreement.
Business	An entity with a registered Australian Business Number (ABN) or evidence of intent to register and evidence of an appropriate legal structure such as a sole trader, Australian registered company or company limited by guarantee (or have written evidence of becoming one of the above).
Evaluation Matrix	A consistent tool used for evaluating each application. Specifically, it is a table with one column for each evaluation criteria and rows that show a numerical score.
GST Exclusive	GST exclusive is the total cost of each item, without the GST charges included.
Letter of Offer or Funding Agreement	A signed agreement between both parties (i.e. YPC and the grant recipient) and clearly outlines the terms and conditions of the funding or support requested.
Risk Assessment	An overall process of risk identification, risk analysis and risk evaluation.

4. POLICY STATEMENT

YPC will provide funding for the BEP annually, capped at \$20,000 per financial year (to be reviewed by Council annually as part of the budget formulation process each year).

The BEP provides the opportunity for both new and established businesses to either set up in the YPC district or expand and grow their existing enterprise.

The BEP includes not only financial grants but other means of assistance to bring business ideas to reality. The funding may be used for investment in new equipment or infrastructure, training or conference attendance, mentoring and networking opportunities, rent assistance, relocation costs etc.

The BEP also provides applicants with access to assistance and support from Council staff in the areas of:-

- Planning / development;
- Assistance with seeking other grant opportunities;
- Local knowledge, contacts/ connections or demographic information;
- Marketing;
- Policy;
- HR / recruitment;
- Risk / WHS;
- Financial / accounting

4.1 Conditions of Funding

Any proposal that can demonstrate a boost to the local economy will be considered under this program.

To be eligible for support, an applicant must:

- Have a registered Australian Business Number (ABN) or provide evidence of intent to register,
- Be located or committed to locate within the YPC district,
- Have evidence of an appropriate legal structure such as a sole trader, Australian registered company or company limited by guarantee (or have written evidence that you are moving towards becoming one of the above),
- Evidence of a bank account in the name of the applicant,
- Be able to demonstrate why and how their application will have a positive impact on the local business environment,
- Be able to demonstrate long-term financial viability which may include evidence via business plans/ projected financial statements, including key assumptions underpinning cash flow projections,
- Be able to complete the stated grant objectives within 12 months following approval of the grant,
- Be a business that will enhance (not compete with to the detriment of) existing businesses, and
- Have no outstanding debts of any kind to the YPC.

All applicants should demonstrate a high degree of self-help, by providing a contribution towards the total project cost as follows:

- For grants up to \$5,000 (GST exclusive) for each \$1 granted, the applicant is expected to contribute a matching \$1 towards the project (e.g. \$2,500 applicant: \$2,500 grant – total of project \$5,000 (GST exclusive);
- For grants over \$5,000 (GST exclusive) for each \$1 granted, the applicant is expected to contribute a minimum of \$1 towards the project, however a greater co-contribution may be required.

In line with Council's PO058 Purchasing and Procurement Policy, applicants are strongly encouraged to use local goods and services where possible.

Additionally, where the applicant is procuring goods or services through BEP funding, the online application form will require quotes to be provided.

4.2 Ineligible Applications

The BEP has been developed specifically to help grow businesses within the YPC district in order to support ongoing employment opportunities.

Therefore, the funding cannot be used for:

- Retrospective funding,
- Payment of debt (e.g. rates and bills) or outstanding loans,
- Charitable fundraising,
- Activities that could be perceived as benefitting a political party or party political campaign,
- Religious functions,
- Activities that create, encourage or perpetuate militarism,
- Activities that will exploit people through the payment of below-award wages or poor working conditions,
- Gift vouchers, prizes or trophies,
- Items funded by other grants,
- Projects/objectives which are more appropriately funded by State, Commonwealth or other industry sources,
- Projects that do not have a clearly identifiable benefit to the YPC business district and community, and
- Projects that directly contravene YPC policies and By-Laws.

4.3 Application Process

Step 1

Call YPC on 08 8832 0000 and ask to speak to the Business and Economic Officer about the BEP. Set up a mutually convenient meeting time (person to person or via phone or other electronic means e.g. 'Zoom') to discuss your business needs and determine what level of assistance can be offered.

Step 2

Complete an online BEP grant application via YPC's website.

Step 3

Dependent upon what specifically is requested in the grant application, an assessment may be made directly by Council staff, or if the application is asking for more than \$5k cash, a report will be presented to the next available Council meeting for adoption (or not) of staff's recommendation.

In both circumstances, the grant request will be assessed using the YPC's BEP Evaluation Matrix as detailed in section 4.4 of this policy.

If considered appropriate, some applications may be assessed using external parties who have the skills and professional expertise that will benefit the assessment process.

Step 4

Once the grants has been approved, high level information will be published in the next Council agenda.

A Letter of Offer or a Funding Agreement will be generated which must be signed by both Council and the grant recipient. Specific terms of the grant funding, including the acquittal process will be outlined in this Letter / Agreement.

Step 5

At the completion of the project, acquit the grant as per the Letter of Offer or Funding Agreement.

4.4 Assessment Process

All applications will be assessed on a case by case basis. Applications will be assessed using the following criteria:

- All eligibility criteria has been met,
- The scale of the economic impact likely to be achieved (e.g. creating the conditions for business success, industry or business development, investment attraction, expansion of employment opportunities, activation of a vacant site or revitalisation of an underused premises etc.),
- The extent to which the application meets the funding conditions (e.g. well developed, clear and realistic goals, accurate financial/business plan etc.), and
- Demonstration of adequate considerations of any environmental impacts.

Each application will be consistently assessed using YPC's BEP Evaluation Matrix.

Council staff are delegated to undertake this assessment and approve applications for amounts <\$5k. Any requests greater than \$5k will be assessed by staff and presented to a Council meeting for approval.

4.5 Risk Assessment

An appropriate risk assessment must be applied to all project activities. The risks must be clearly identified, assessed and managed in line with the International Risk Management – Principles and Guidelines ISO 31000:2009.

A risk assessment template has been built into the on-line BEP application form.

4.6 Acquittal

The grant recipient will provide Council an acquittal of funds and reconciliation report consistent with the grant provision within three months of completing the project or incurring the relevant expenditure as outlined in the Letter of Offer / Funding Agreement.

Acquittal reports maybe subject to Council review and may require to be certified by an independent auditor, dependent upon the original value of the grant.

Grant recipients who do not provide a report within the timelines stipulated in the Letter of Offer / Funding Agreement will be required to repay the grant or seek a time extension from Council.

4.7 Publicity

Grant recipients agree to acknowledge the funding support from Council in any materials or displays relevant to the provision of the grant.

5. COMPLAINTS

Complaints relating to this policy can be made in writing to the Chief Executive Officer. Complaints will be managed in accordance with Council's Complaints Policy (PO147).

6. REVIEW

This policy will be reviewed every four years and as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines or budgetary changes.

7. TRAINING

Training needs will be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO058 Purchasing and Procurement Policy
PO091 Risk Management Policy
PO147 Complaints Policy
YPC Strategic Management Plan
YPC Business Enhancement Program Brochure

9. REFERENCES AND LEGISLATION

Local Government Act 1999 (SA)

10. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate and Community Services Manager Business and Public Relations

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
New Policy	PO184	14/10/2020	14/10/2020